

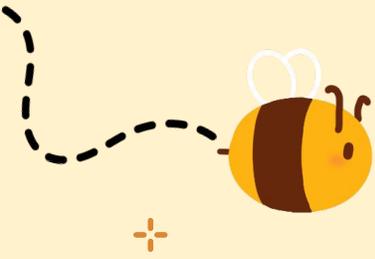


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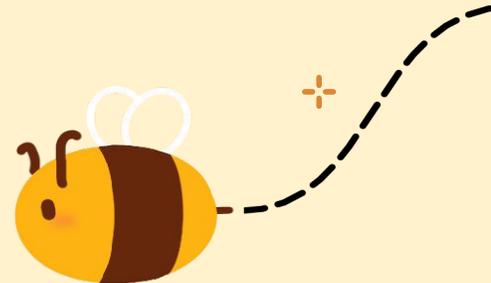
CLUB
PROCEDURES



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section one:
ELECTIONS



ELECTION TIMELINE

Club elections should be conducted no later than 45 days prior to District Convention (DCON) to ensure that newly elected officers may be properly trained!

JAN - FEB:
Plan out the logistics of your election and begin conducting them.

DECEMBER:
Begin promoting elections + showing why it's FUN to RUN!

MAR - APR:
Conduct officer trainings for the newly elected board.



CANDIDATE REQUIREMENTS

In order to run, candidates **MUST** be a **dues-paid member!**

Candidates must complete their **respective CNH Service Agreement** (ie. President Service Agreement), found on the CNH Cyberkey!

Club procedure may differ from club to club! Some may release a Google Form for you to declare that you are running, BUT candidates themselves are **NOT allowed to campaign.**

This means that candidates **may not** put up posters, flyers, social media accounts, etc to sway opinions prior to the election, **Campaigning is NOT tolerated.**



ELECTION PROCEDURE

STEP ONE:

Schedule out your election dates! The earlier the better :)

STEP TWO:

Quorum is the attendance of at least 50% of a club's dues-paid members!

STEP THREE:

Set requirements!
Typically, candidates are asked to prepare for a 3-5 min speech and a 2-4 min caucus.

In order for your election to be valid, quorum must be met.

Candidates should also have the option to create a literature to be distributed on election day!

STEP FOUR:

Pass out a ballot, which will later be counted for results to be announced.



section two:

REMOVAL & APPOINTMENT OF OFFICERS



THE DUE PROCESS

Due Process: a course of formal proceedings carried out regularly and in accordance with established rules and principles. This **formal removal of officers** should only be utilized as a **last resort**.

The typical process is as follows (may differ between clubs):

- » The President, Kiwanis Advisor, and Faculty Advisor meet to discuss the officer's performance and ways they can improve.
- » If the officer continues to neglect their responsibilities, the Board of Directors must hold a meeting to approve/reject the recommendation.
- » If approved by the Board of Directors, a majority vote of 2/3 of the club membership must be in favor of the removal.
- » If approved, the officer in question will be notified by the secretary in writing.
- » Additionally, the school, advisors, Lieutenant Governor, anyone necessary should be notified of the removal.



ELECTED VS APPOINTED



Elected Positions:

Elected club officers include: President, Vice President, Secretary, Treasurer, and Editor.

Each Key Club must hold elections for these positions at the start of each Key Club term.



Appointed Positions:

Appointed club officers may vary from club to club, but they can include Historians, additional Editors, Class Representatives, Committee Chairs, and more.

These are appointed in accordance with the club's needs by club officers or Faculty Advisors. The process may include a Google Form, interviews, etc, but may not be required to run in an election.



section three:
MEMBERSHIP DUES



WHAT ARE DUES?

Dues are absolutely crucial, and it is recommended that they are introduced to members as soon as the first club meeting of each term!

But why?

- » **Service hours** only count if members are dues-paid
- » Dues are a prerequisite to enter **contests** and earn **recognition** from the CNH District
- » The majority of dues **goes back to members**, ultimately paying for expenses such as division budgets, District Convention, and more!
- » Opens **opportunities** for leadership positions, fun events (such as Fall Rally), and forming friendships.





HOW TO PAY DUES

October 1st

- » Suspended clubs **MUST** pay dues by this date to avoid the status of inactive.
- » Earliest date a club can submit dues.

November 1st

- » Early-Bird Deadline.
- » Aim for this deadline!

December 1st

- » On-Time Deadline.
- » If dues are not received by this deadline, clubs will be considered delinquent.

The **Membership Update Center (MUC)** contains your **club's directory** and processes the **invoice for dues**. BEE sure to familiarize yourself with the website and login with your club advisor's email account ASAP!





HOW TO PAY DUES

There are a variety of ways to collect dues!

- » Have club advisors collect dues whether it be through online payments or a drop off system.
- » Go through your school's ASB to pay the dues.

Figure out what works the best for your club and you when it comes to paying dues, but do NOT procrastinate!

2022-23 Dues Manual:

https://www.cnhkeyclub.org/images/Resources/Club%20Officers/Treasurer/2223/TREAS_DUES_MANUAL_2-min.pdf

Check the CNH Cyberkey for any updates to the manual!





section four:

EVENTS/CHAPERONES



EVENT FORMS

Medical Release Form:

Used in the case of injury/etc! These are typically held onto by the chaperone present during the event.

<https://www.cnhkeyclub.org/images/Resources/Forms/Medical Form.pdf>

Event Request Form (ERF):

Must be submitted at least 3 weeks in advance and approved before the event can be publicized.

<https://www.cnhkeyclub.org/images/Resources/Forms/Event Request Form and Policy March 2010.pdf>

Attendance Request Form (ARF):

Must be approved prior to attending an event outside of one's home division.

<https://www.cnhkeyclub.org/images/Resources/Forms/Form Attendance20Request20FILLABLE.pdf>



CHAPERONE RATIOS

Chaperones are **vital** for keeping all events safe for members in attendance.

The **ratio for chaperones to members** varies on the event, but a rule of thumb is the following:

» **1:50 for day events**

» **1:10 for overnight events**

For day events, however, the ratio may depend on what your chaperone(s) is comfortable with!

Keep in mind that when it comes to the chaperone to member ratio, it is **gender-specific**.

For those who identify as gender-neutral (or fall anywhere on the gender spectrum), it is up to the individual and/or their parents to communicate with the chaperones to determine where that individual will room (primarily for overnight events).



section five:
RESOURCES



RESOURCES



CNH Cyberkey:

<https://www.cnhkeyclub.org/>



Election Manuals & Service Agreements:

<https://www.cnhkeyclub.org/resources/policy-and-elections>

District Forms:

<https://www.cnhkeyclub.org/resources/forms>

Division/Club Resources:

<https://www.cnhkeyclub.org/resources/club-resources>



section six:

ACKNOWLEDGEMENTS

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**THANK YOU
FOR READING**

